

Performance Improvement Plan (PIP)

This is a template form only and can be changed as necessary to reflect the circumstances/needs of the individual case.

During the period of the PIP the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained more formal action may be initiated under the relevant procedure.

Name of employee	
Job title	
Department	
Date of Initial Meeting	
Name(s) of other attendee(s)	

	Duties & Improvement Required:	Expected Outcome/Measurement	Support & Dependencies
1	<i>E.g. Collection and collation of data to allow contract and performance monitoring and data returns. Time Management: better maintenance of contract spreadsheet.</i>	Weekly: Contract Spreadsheet to be updated weekly by Friday.	<i>No Dependencies Manager to review weekly</i>
2	<i>Next issue in need of addressing</i>		
3	<i>Next issue in need of addressing</i>		

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	Review Date:	Met/Not Met/ Partially Met	Review Date:	Met/Not Met/ Partially Met	Review Date:	Met/Not Met/ Partially Met
1	Outcome:		Outcome:		Outcome:	
2						
3						